

PA to Head of School



New Line Learning Academy
Believe and Achieve

New Line Learning Academy



Build your Career, Shape your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



A great place to be



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Welcome from the Head of School

Gary Cook
BA (Hons)



At New Line Learning Academy, we are proud to be at the heart of our community. The strong sense of belonging within our school reflects this belief and strengthens our collective spirit.

We foster a supportive and inclusive environment where every student is encouraged to *Believe and Achieve*. The wellbeing of our students is at the centre of everything we do, and we are committed to ensuring that every individual feels valued, respected, and empowered.

Our mission is to inspire academic excellence, nurture ambition, and provide exceptional experiences that help every student reach their full potential.

Our modern facilities—including dedicated spaces for drama, music, dance, sport, science, and ICT—enable us to offer a rich, personalised, and engaging learning experience.

At New Line Learning Academy, our values are brought to life every day. Our students are *Ready* to learn, *Respectful* of others, and thrive in a *Safe* and purposeful environment. These core principles underpin all that we do and help shape well-rounded, confident individuals.

We are also proud to be part of **Future Schools Trust**, a forward-thinking and supportive family of schools committed to collaboration, innovation, and professional growth. Staff at New Line Learning Academy benefit from high-quality professional development, opportunities to work across schools within the trust, and a culture that values wellbeing, teamwork, and continuous improvement. Whether you're starting your career or looking to take the next step, you'll find a welcoming and ambitious environment where your contribution is genuinely valued.

It is a privilege and an honour to lead such an exceptional school. I look forward to continuing our journey together and working closely with our community to help every student thrive and succeed.

Post:	PA to Head of School
School:	New Line Learning Academy
Department:	Administration
Responsible to:	Head of School
Salary:	FST Pay Grade J, Point J1-6

Purpose

To act as a Personal Assistant (PA) to the Head of School and line manage the Admin Team in the Main Office and Reception

Main duties and responsibilities

- Act as confidential PA providing secretarial support to the Head of School.
- To line manage the Office Manager, Admissions Officer and Principal First Aider.
- Act as Medical Lead for New Line Learning Academy.
- Be responsible and accountable for line managing all administration staff in the main office and reception and conduct performance management.
- Be responsible for confidential administration relating to all aspects of the Head of Schools work including; management of calendar and booking of appointments, correspondence, administration related to performance management and Ofsted, filing systems and records, room bookings, Head of School reports.
- Communications – reviewing draft letters from staff and ensuring consistency of presentation.
- Supporting Behaviour Protocols – processing exclusions. Logging exclusion information on SIMS and Local Authority digital front door.
- Applications for planned absences – logging of absences and emailing confirmation to staff members.
- Receive and process enquiries for the Head of School.
- Ensure that general clerical support is provided for members of the Senior Leadership Team (SLT) as required.
- Compilation and circulation of weekly bulletin to staff.
- Receive visitors to the Head of School and arrange hospitality for meetings and events/functions throughout the year.
- You will be expected to attend meetings when required (e.g. Senior Leadership Team meetings).
- Support for Admissions / Transition – provide support for Admissions Officer and respond to queries in her absence. As well as provide guidance to parents.
- Liaise with all staff based at the Academy as appropriate.

Main duties and responsibilities

- Take notes of staff briefings and any other ad-hoc meetings as required.
- Ensure the Head of School is briefed for all meetings with relevant correspondence, documents and presentations.
- Liaison with parents, governors, trustees, staff, students, general public, unions, government departments, local authority and VIP visitors to the Academy.
- Support the Head of School in liaising with HR in any issues about staffing. Supporting HR during interview processes and ensuring information packs are prepared for relevant staff.
- Develop and maintain constructive and positive working relationships with parents, carers and professionals
- Undertake other reasonable duties that are consistent with both the job title and description.

The duties above are either exclusive not exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.

Key Tasks

- To manage the Head of School's diary and to handle all confidential information with discretion
- To use software packages/systems including Microsoft and SIMS to produce documents, maintain presentations, records, spreadsheets and databases
- To devise and maintain efficient office systems and filing records. Maintain and manage email groups on behalf of the school.
- To alert the Head of School to forthcoming meetings/events, priorities and emerging issues. This includes preparing any necessary documents and travel arrangements.
- To draft, prepare and distribute final documents and correspondence
- To ensure that all letters are responded to within timescales, writing holding letters when appropriate
- To take minutes of meetings, transcribe and publish to the relevant participants, issue agendas, book rooms and refreshments
- To track, record and update appraisal records as required, liaising with colleagues as necessary
- To act as a first point of contact within the school for staff, governors, visitors, parents and others seeking contact with the Head of School

Key Tasks

- To liaise with staff across the school and external contacts as required
- To support the Senior Leadership Team
- To take telephone messages and respond to emails on behalf of the Head of School
- To refer urgent issues to the Head of School, arrange meetings and reply to requests for information
- To meet and greet visitors and provide refreshments when necessary
- Purchase food and incidentals for staff treats, SLT offices, parents evenings and meetings

Person Specification

Essential Criteria

- Excellent communication skills, both written and verbal
- Computer literate with all Microsoft Office programmes to an advanced level (Word, Excel, PowerPoint, Outlook)
- Ability to multitask and to work under pressure and to deadlines
- Ability to work as part of a team
- Pro-active with the ability to work on own initiative and prioritise workload
- Experience in senior administrative environment
- Previous experience of minute taking skills is essential
- Experience of managing staff

Desirable Criteria

- Experience of using SIMS database
- Working knowledge of GDPR and experience of acting as Data Protection Officer
- Qualified First aider / Willing to train to be a qualified first aider

Welcome from the Chief Executive Officer

Isabelle Linney-Drouet
BA (Hons) | NPQH | NPQEL



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at www.newlinelearning.com/vacancies

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet', written over a light blue abstract background shape.

Isabelle Linney-Drouet
Chief Executive Officer

Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.newlinelearning.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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